

## Tech Valley Game Space Meeting Notes for 11/25/2018

The regular meeting of the Tech Valley Game Space Board of Directors was held on Sunday 11/25/2018 at 1:11 pm

The following members of the board were in attendance via Teleconference or in person:

Taro Omiya (Executive Director)

Sarah Lauser (Treasurer)

Jason Harlow (Chair)

Frederika Edgington-Giordano (Secretary)

Elavarasi Dharmalingham

One guest attended via Discord: Jamey Stevenson.

The notes from the previous meeting were reviewed and approved.

The action items were then reviewed.

The first action item was the document for the Fundraising Coordinator. This action item was not completed. Sarah brought up the report to RPI as a possible time constraint that might interfere with getting it completed in time for the next meeting. This action item for Taro and Frederika will due by the end of January.

The TVCOG liaison action item was completed. Taro and Jamey met with Holly to discuss it. Taro reported on that meeting.

Taro also brought up discussing computer licenses with Sam. A written agreement may be needed for the server and software. This would be separate from the equipment sharing document MOU. Taro indicated that it would be handled after the software license is obtained.

The next item discussed was the assets for promotional items. Jase has been discussing with Jamey and Taro. He has found a company that could create the assets for low cost. He shared the results from the company and some of his own work using the files provided by them. Sarah suggested going with 99 Designs, which would provide a pool of options to choose. Jason reports that this action item is still in progress.

The action item for Jason and Jamey to sync up on the direction of the promotional assets is still incomplete.

The action item on Sarah for the Department of Labor request needs further discussion before it can be completed. Action item for Sarah and Admin team to discuss how the Admin positions will be handled.

The action item for the board to create a vetting policy for volunteers still incomplete.

The Community report item on Jamey is incomplete, but it was decided that this is no longer an action item.

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The free membership program action item is incomplete. Jamey reported that it is not a high priority. It will be funded for another 6 months, at which point it will be reviewed for deliverables. The board still has an action item to provide possible candidates for the free membership program, if they can find any candidates.

This led to a discussion of the change to the membership system. Action item for Taro to have Sam, the TVGS Coworking Coordinator, communicate the changes to the membership system with the TVGS co-working members.

Sarah has an action item to remove coworking tier from Patreon, since the TVCOG system will no longer have the extra fees.

The Admin Jam action item was completed.

The Media Coordinator position draft was created by and shared on the Discord chat. This will need to be approved during the next meeting when all of the board members have been able to review it ahead of time. The next meeting will need to be early in December.

The action item for Taro to find a lawyer to review the equipment sharing MOU with TVCOG was discussed. This will require further work as the first option was not a good fit. Taro will continue working on this action item.

The budget review item was completed. Sarah also reported that Jamey will be handling some of the expenses by directly purchasing and going through the reimbursement process.

The year-end deadline for the subaward contract with RPI was discussed. TVGS has until 12/31/2018 to spend money for this year.

The 501 (c)(3) item is in progress. Tech Soup is done, Google Non-Profit is in progress, Amazon and Pay Pal. We are also now on Humble Bundle. Facebook fundraiser now available, as well. Guide Star was updated. Further work can be done; this is an action item for the board.

The action item to gather information from current and former volunteer coordinators still needs to be completed by Frederika.

The coordinator burnout issues and remedies were discussed. Sarah brought up focusing on one event a month or every two weeks to keep focus. Also, planning earlier and having prep time for the events. A suite of questions might help. Sarah suggested an exit interview for outgoing coordinators. Jamey has an action item to put together the list of questions and possibly meet with them.

Action item for Taro to send out the Board meeting agenda to the volunteer coordinators and Frederika to review the agenda.

Action item for Frederika to reserve room for the next meeting when the date and time are decided.

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Sarah suggested an action item. Now that TVGS is a tax exempt by New York state, the organization can get our sales tax back from previous purchases. She has an action item to work on this.

There were no other action items to review.

The Media Coordinator position item was discussed. The updated by-laws would need to be reviewed by the board prior to approval. Feedback would be given on Discord. Jamey has an action item to write up a version of the bylaws with this position added. Reviewing the updated by-laws is an action item for the Board.

The budget schedule agenda item was discussed. TVGS will be spending money as needed, but not just spending the money to spend it. Jamey reported that the grant will be continued, as the no cost extension has been approved. The grant is also in the process of being reformulated to the 'Center of Excellence' grant. TVGS will need to apply for funding under this grant on a yearly basis. More information will need to be provided by Amanda Kirk with RPI. Sarah asked about the new purchase order. This will require talking to Amanda and 2019 subaward contract form. Taro has an action item to get more details on the grant on and on the new documentation.

Action item for the current board members to find new potential board members. Jason has an action item to talk to absentee Board members, to determine why they are not attending meetings.

Coordinators will also need to be recruited.

Ela suggested recruiting board members from local game companies. Jamey has an action item to provide a list of contacts for reaching out to potential new board members.

Sarah pointed out that potential board members from companies might not have the time and patience for our board. Jamey brought up the advisory board that he has been trying to work on.

Frederika has an action item to check the by-laws for process of updating by-laws.

Jamey has an action item to update the Education Coordinator to the Mentorship coordinator in the bylaws.

Giving Tuesday agenda was discussed. TVGS now has the ability to do raise money this way. This will require a video. Ela suggested making a very simple video with PowerPoint and music. Ela has an action item make PowerPoint and video. The board has an action item to review the video.

The meeting was adjourned.



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Frederika Edgington-Giordano, Secretary of the Board